



AGENT AUTHORITY FORM

Please complete the following form and return it to our office.

Return [to: reception@mtbaust.com.au](mailto:reception@mtbaust.com.au) or PO Box 287 Flinders Lane MELBOURNE V/C 8009

OWNER DETAILS - TYPE CLEARLY PLEASE

OC No: _____ (if you are part of multiple Owners Corporations please list them)

Lot No: _____ Unit No: _____ Address:

Titled Lot Owner Name / Company (s):

Note: /f owned by a company you must provide legal documentation as proof of acting representative

RENTAL PROPERTY MANAGER DETAILS - TYPE CLEARLY PLEASE

Please use information has been completed on privacy form attached

Contact Person:

Mobile:

Email Address:

Other:

Company Name:

Phone: () _____ Fax: () _____

Address:

I _____ (please print clearly) authorise my managing agent, as detailed above, to receive all correspondence of the type/s as selected below, from MTB Australia on my behalf. I agree that any administrative fees or charges incurred are my responsibility and liability. I agree that I am liable for any debt recovery incurred as the result of any levy notices being sent to my managing agent and that these fees may not be waived upon my request. / agree that the managing agent is not a nominated proxy by order of this form, and may not vote on matters regarding the Owners Corporation / Body Corporate without my expressly designated consent - as given via Proxy Form provided by MTB Australia. I agree that I am liable for any damage, or extent of damage to common or lot owner property that may result due to nominating my managing agent to receive my selected forms of correspondence (below).

- LEVY NOTICE Emailed or Posted (please circle option) Email to: _____
- ALL CORRESPONDENCE Emailed or Posted (please circle option) Email to: _____
- AUTHORITY TO APPROVE KEY REQUEST FORMS, and accept fees and charges
- AUTHORITY TO ENQUIRE ON THE LOT OWNERS ACCOUNT**

Lot Owner SIGNED: _____ Print Name: _____ Date: _____

Managing Agent SIGNED: _____ Print Name: _____ Date: _____

PAYMENTS - CHECK payment details on your invoice . **Any cheque's sent to the office will incur a \$15 processing charged to the lot****OUR CONTACT DETAILS**

Address: PO Box 287 Flinders Lane, Melbourne VIC 8009 (for all correspondence)

Phone: 1300 65 33 17 or 07 3012 6426 **Email:** reception@mtbaust.com.au (for general enquiries and this form)

AFTER HOURS EMERGENCY. Please contact our office on 1300 65 33 17 or 07 3012 6426